



# VIKING ADVISOR DTA - Associate Degree

For Students with a Direct Transfer Agreement

Registration and Planning  
Guide for New Students  
**2023-2024**



MAKE WAVES.

**ACADEMIC ADVISING & STUDENT ACHIEVEMENT CENTER**

[aasac.wvu.edu](http://aasac.wvu.edu) • 360-650-3100 • Old Main 387 • [advising@wvu.edu](mailto:advising@wvu.edu)



# WELCOME TO WESTERN!



We are so very glad you've joined us here at Western! As you begin your journey, there's a lot to take in. This booklet, the Viking Advisor, is designed to help with some of your first decisions, like how to choose your classes and how to register. It also includes important information about course requirements, how to declare a major, and how to use our degree evaluation system, which will help you stay on track with your academic goals.

Behind this Guide are a whole host of academic advisors and other student support staff, who are here to help you plan your academic experience and help you prepare for a great career after graduation.

In fact, all of us in the Division of Enrollment and Student Services are here to support your success. Our vision is that every student, including you, graduates from Western prepared for a life of growth and purpose. Don't hesitate to reach out for help with whatever you need to succeed. I wish you an amazing year of discovery and learning!

Melynda Huskey  
Vice President, Enrollment and Student Services

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**MAKE WAVES.**

# VIKING ADVISOR

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# GRADUATION REQUIREMENTS

The following requirements apply to all undergraduate students. Comprehensive details are available and should be reviewed in the University Catalog: [catalog.wvu.edu](http://catalog.wvu.edu).

## ■ Complete a minimum of 180 quarter credits

These credits are comprised of General University Requirements (or a Direct Transfer Agreement (DTA) Associate Degree or Fairhaven core), major requirements, and electives.

NOTE: Western allows a maximum of 135 quarter credits, or 90 semester credits, to transfer from any combination of regionally accredited institutions, including no more than 105 lower-division—i.e. 100-200 level—quarter credits (70 semester credits).

## ■ Minimum of 45 credits earned through Western Washington University courses

Credit by examination and advanced placement credit are not included in this total. Additionally, a student must be registered for at least one Western course in the quarter in which the degree is to be awarded.

## ■ Complete at least 60 credits of upper-division study (300-level and above)

Included in this requirement are credits for majors, electives in any discipline and transfer credits taken at the 300/400 level. Transfer courses with the "NUD" attribute may not be used to satisfy this requirement.

## ■ Complete three Writing Proficiency (WP) points

Writing proficiency (WP) courses are approved upper-division courses which emphasize learning to write in the context of a discipline. These courses must be completed at Western and passed with a grade of C- or better. Students typically register for WP courses in their majors.

## ■ Complete an approved academic major

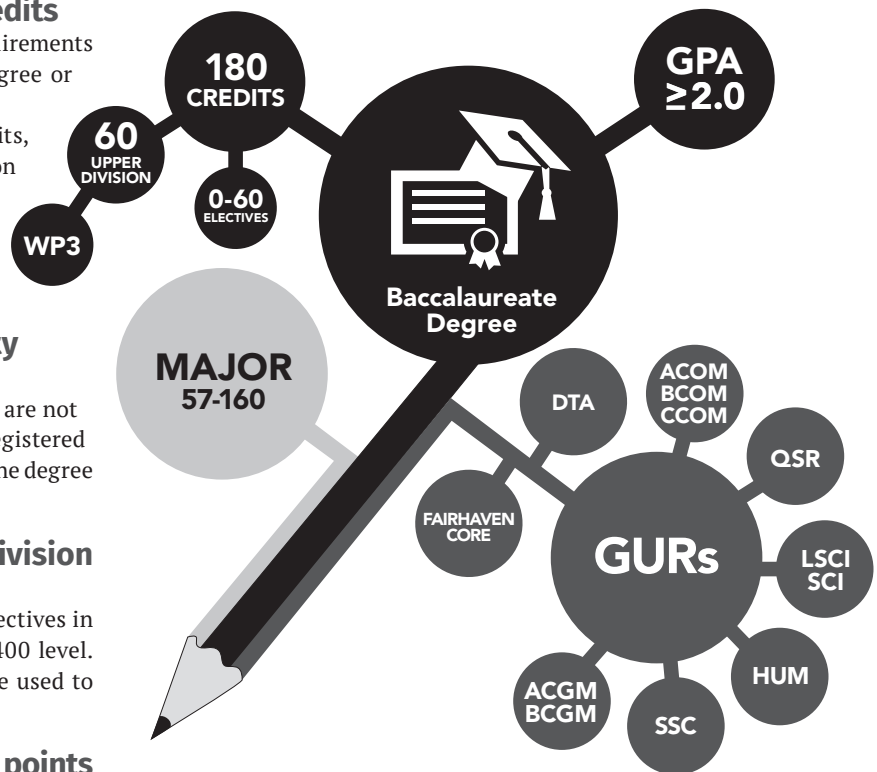
Majors consist of an approved set of coursework that allows you to specialize in a specific academic area. At least half of the credits required for a major must be completed at Western. All major classes must be passed with a C- or better. Professional Education and Teaching Endorsement courses must be completed with a C (2.0) or better. Majors comprised of a large number of credits and/or highly sequential coursework may require earning more than the minimum 180 credits required for graduation.

## ■ Complete a minor, if required

A minor is a secondary academic discipline with a smaller credit total than a major. Some majors require completion of a minor. Classes taken for a minor must be passed with a C- or better, with at least half of the credits completed at Western.

## ■ Meet minimum grade point average (GPA) requirements

Students must meet the scholarship standards of their major(s), and have at least a 2.0 cumulative Western grade point average.



## ■ Satisfy General University Requirements (GURs)

The General University Requirements (GURs) apply to undergraduate students in all Western Washington University colleges, *except*:

- Students transferring to Western with a Washington State Community or Technical College Direct Transfer Agreement (DTA) Associate Degree.
- Fairhaven students, who complete a separate core program. See the Fairhaven College section of the University Catalog for requirements.
- Transfer students from a Washington State Community or Technical College with an Associate in Science (AS-T) degree. These students will receive an individual evaluation from the Registrar's Office indicating the GURs that remain for the student to complete.
- Transfer students who have completed General University Requirements at another Washington state public baccalaureate institution, provided the sending institution so certifies.

# ACADEMIC ADVISING AT WESTERN

The best way to maintain academic success is to meet with an advisor.



## Meet with an Advisor!

Learn the ins and outs of advising at Western.

### **Q. Where do new students go if they want to meet with an advisor?**

A. The Academic Advising & Student Achievement Center, advisors in academic departments and faculty all work closely with students to make a plan to achieve their academic goals. Office and department websites are the best place to find up-to-date contact information for advising.

### **Q. At Western, are students assigned an advisor?**

A. Students are not assigned an advisor until they declare their major. Until then, the Academic Advising & Student Achievement Center is the primary resource for general advising. Students are strongly encouraged

to meet with departments they are interested in to find answers to major-related questions, declare a pre-major (or Phase I major) and to establish relationships with the department.

### **Q. How often should students meet with an advisor?**

A. We recommend that students meet with an advisor at least once a quarter, particularly in their first year. At Western, academic advising is a responsibility that is shared between advisors and students.

### **Q. What does it mean that advising responsibility is shared?**

A. Our advisors are excited and well prepared to work with you no matter where you are in your academic journey, but we rely on you, the student, to initiate advising conversations and come prepared with questions.



## Advisor Responsibilities

- Provide accurate and current information about programs and requirements
- Guide you in navigating Western's programs, resources, and policies



## Student Responsibilities

- Reach out to advisors to make appointments
- Familiarize yourself with Western's academic policies found in the University Catalog
- Prepare for advising appointments and come with questions
- Check your Western email—the official form of communication for the university.

## Advising Terms Key

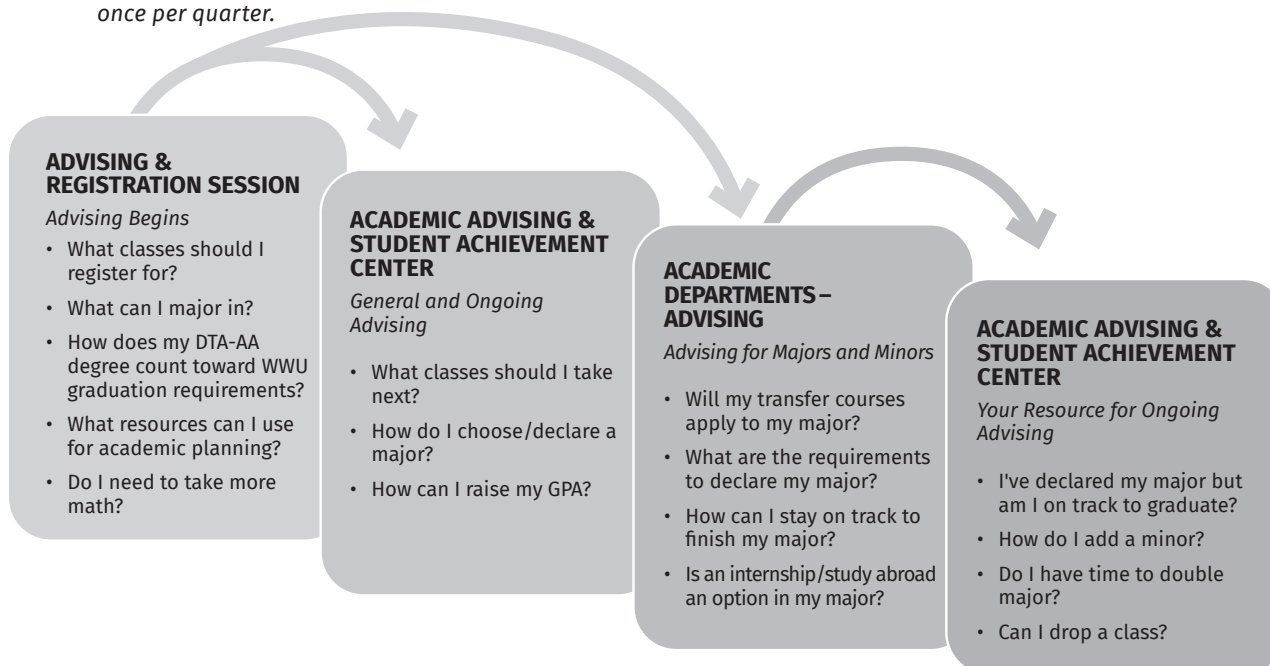
AASAC – Academic Advising & Student Achievement Center  
AS-T – Associate of Science  
CSC – Career Services Center  
DTA – Direct Transfer Agreement

GUR – General University Requirements  
MPA – Math Placement Assessment  
TER – Transfer Equivalency Report



## Where to go for Academic Advising

The Academic Advising & Student Achievement Center (Old Main 387) is a major resource for general ongoing advising throughout your time at Western. You can also seek advising concerning majors and minors from academic departments at any time. Remember it is your responsibility as a student to make advising appointments. Western recommends that you meet with an advisor at least once per quarter.



# ACADEMIC PLANNING: Next Steps

## CREATE A BALANCED SCHEDULE



### Aim for 14-16 credits consisting of 3-4 classes

- Pay attention to prerequisites and course sequences for classes in your program of study.
- Pay attention to delivery methods when selecting classes. Keep in mind that 10 minutes is usually sufficient time to travel from one in-person class to the next.
- Instructors typically expect students to spend 2 hours working outside of class for every credit hour given to a class. For example, plan for 10 hours of work outside of class for a 5 credit hour course.

## STRATEGIES TO COMPLETE A BALANCED SCHEDULE

### 1 Check your GUR progress: Use Degree Works or copy GUR credits from Transfer Equivalency Report (TER) to GUR Checklist

- For GUR areas that remain unsatisfied, check for classes that interest you in the Viking Advisor or Browse Classes.
- GURs are not required for students who have completed a DTA-Associate Degree from a Washington State two year college. If you have earned an AS-T Degree, look for an email from DegreeEval@wwu.edu with your remaining GURs. Questions? Email DegreeEval@wwu.edu in the Registrar's Office.
- Meet with Academic Departments to talk about how XX/TT transfer courses might apply to major or minor requirements.
- Submit final transcripts to Western's Admissions Office. If you have questions regarding your transfer credit articulation, email adm.creditevaluation@wwu.edu and include your name, W number and specific question.

### 2 Look up major and minor requirements found in the Programs of Study in the University Catalog

- Identify major requirements using the Programs of Study or "What If" in Degree Works.
- Check if any requirements will also satisfy any of your remaining GURs.
- Identify the courses you will need to take early on in order to declare your intended major. Some majors require advanced planning to apply or declare.

### 3 Talk with an advisor about Math

- Advisors can help you determine if you need to take math and what courses are required based on your academic goals.
- Advisors can assist in determining if you need to take the ALEKS (MPA). ALEKS scores can be found in Web4U. Create several possible schedules consisting of GURs and Major Requirements using Browse Classes
- A mix of subjects, combination of class sizes, or variety in evaluation/grading styles can help provide balance to a schedule.

## MY NEXT STEPS

CONSIDER YOUR NEXT STEPS	POSSIBLE NEXT STEPS INCLUDE:
1)	Create and save multiple schedules, using the Plan Ahead tool
2)	Take the ALEKS MPA
3)	Meet with an Academic Department about XX/TT transfer courses
4)	Request an override permission to take a class
5)	Meet with Academic Department to apply for or declare major
6)	Meet with an advisor!

# Tips for Developing a Balanced Schedule

## Choose Your Courses

- A typical course load is **14-16 credits** (generally three or four classes) or 45 credits per year, which helps students graduate in a timely manner. Registering for fewer credits (12-13) may be appropriate when enrolling in classes with added hours for labs or studios.
- Pay attention to **prerequisites and course sequencing**.
- Consider **course variety**. Review the types of courses, their grading methods, and sizes. Think about how different subjects work together, the day-to-day homework expectations and labs in math and science.
- **Start basic courses related to your intended major** even if you aren't certain about your choice.



## Find Academic/Life Balance

- **Plan time for out-of-class assignments and studying**. Expect to spend 2 hours per week outside of class for each credit hour earned. For example, plan for 10 hours of work per week outside of class for a 5-credit hour class. Lab courses typically require additional time not reflected in the credit load.
- **Consider the impact of other commitments**, like work, family, and student clubs, on your schedule. Adjust your course load to be successful in all areas of commitment.
- **Explore Western's resources** early, like the Tutoring Center, Counseling and Wellness Center, and Disability Access Center. This is your education, but you don't have to do it alone.



## Reference Helpful Materials

These include:

- **Graduation requirements** and descriptions of GUR courses in the University Catalog.
- **List of major/minor requirements** found in the Programs of Study (in the University Catalog) or Degree Works.
- **Transfer Equivalency Report**, to view how classes taken elsewhere apply to your Western degree.
- **Core Math Flowchart** and **ALEKS Math Placement Assessment scores** for math and science course registration.
- The **Virtual Advisor** Canvas course to prepare for (or review information from) registration.
- Contact information for the **Academic Advising & Student Achievement Center**, in case of questions concerning course registration.



## Create Sample Schedules

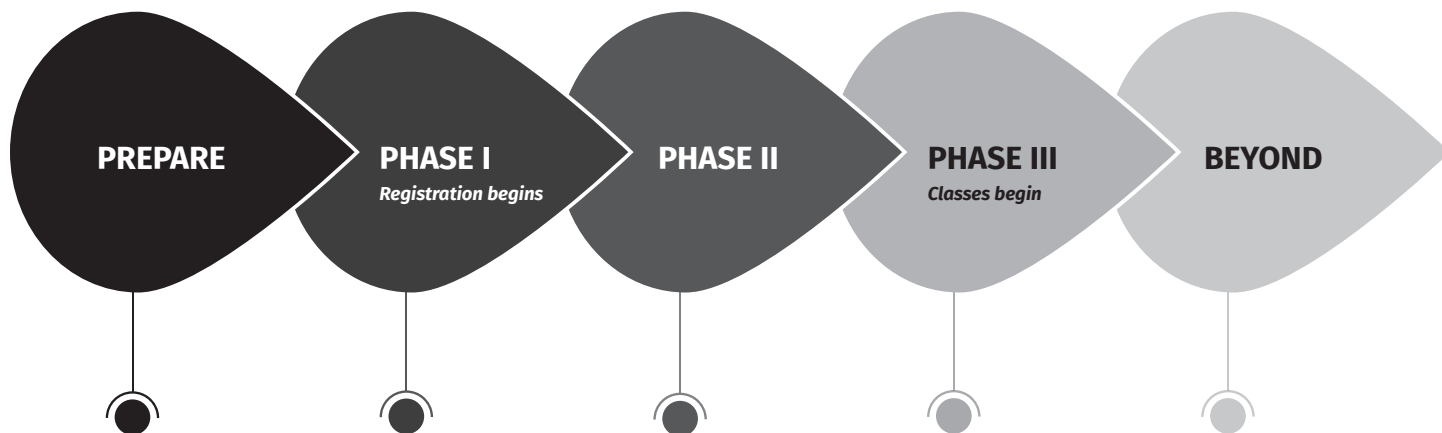


- **Balance** major exploration and preparation with GURs. Even better, look for GURs that also fulfill major requirements or help you explore your interests.
- Search for classes in **Browse Classes** and create multiple sample schedules using the **Plan Ahead** tool in Web4U.
- **Avoid repeating a class** by referencing your Transfer Equivalency Report for credit earned elsewhere.
- **Consider elective courses**, which count towards the graduation requirement of 180 credits while introducing you to new and exciting subjects.

# ACADEMIC ADVISING: TIMELINES

## PHASES OF REGISTRATION

Registration occurs in phases outlined in the *Registrar Office's Important Dates and Deadlines*. To access the registration schedule, look in the *Academic Planning Tools* box on myWestern.



Prepare by looking up your registration time in **Web4U**. Select **Students**, then select **Registration**. Next, click **Prepare for Registration**, select the upcoming term, and click continue.

**Phase I** marks the beginning of registration for continuing students. Registration access time is based on the number of completed credits. Students may register for no more than 18 credits during Phase I.

**Phase II** allows for on-line schedule changes and registration for up to 20 credits. Some departments remove restrictions at the start of Phase II. Check **Browse Classes** for details.

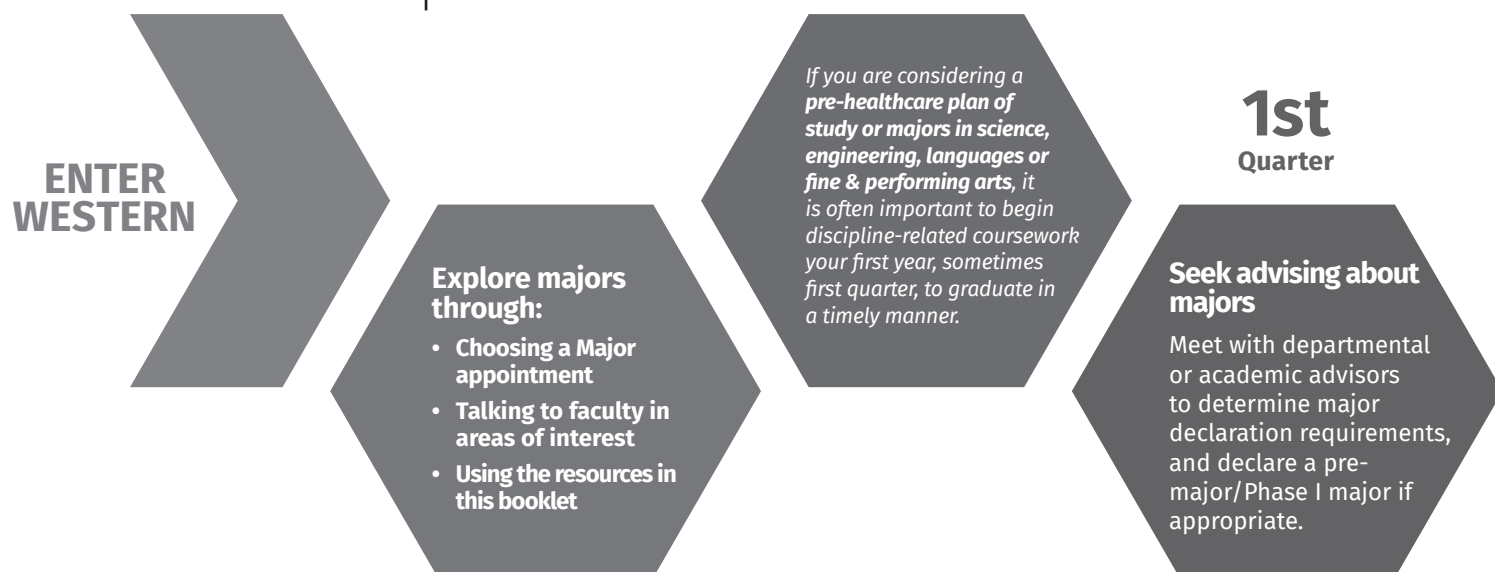
**Phase III** starts the first day of the quarter and ends at midnight on the fifth day of the quarter. During Phase III students can make changes to their schedule online. Online registration and the waitlist end upon the completion of Phase III.

Beginning the sixth day of the quarter adding a class requires an instructor or department override. Around the end of the second week dropping a class involves using a late course withdrawal privilege and paying a per credit late add/drop fee.

**Advisors in the AASAC can help with scheduling classes during all registration phases.**

## MAJOR DECLARATION

New students with a DTA-AA degree focus on major preparation in their first few quarters at Western.





# DECLARING A MAJOR

## When do I declare a major?

The earlier, the better! While Western wants you to apply to a major in your first few quarters, we encourage you to declare as soon as you are eligible. There are many benefits to declaring your major early. These include:

- Learning about major requirements, scholarships and clubs from advisors in your department
- Accessing major-restricted classes
- Graduating in a timely manner

## Where do I go to explore my major options?

Schedule a **Choosing a Major** appointment with any of these offices:

- Academic Advising & Student Achievement Center (AASAC), 360-650-3100, Old Main 387, [advising@wwu.edu](mailto:advising@wwu.edu)
- Career Services Center (CSC), 360-650-3240, Old Main 280, [careers@wwu.edu](mailto:careers@wwu.edu)

## What resources are available to help me choose a major?

- **Programs of Study** in the University Catalog
- Academic department websites
- **Choosing a Major** section of the Academic Advising & Student Achievement Center (AASAC) website
- **Major and Career Exploration** page of the Career Services Center (CSC) website
- Choosing a Major workshops sponsored by the CSC

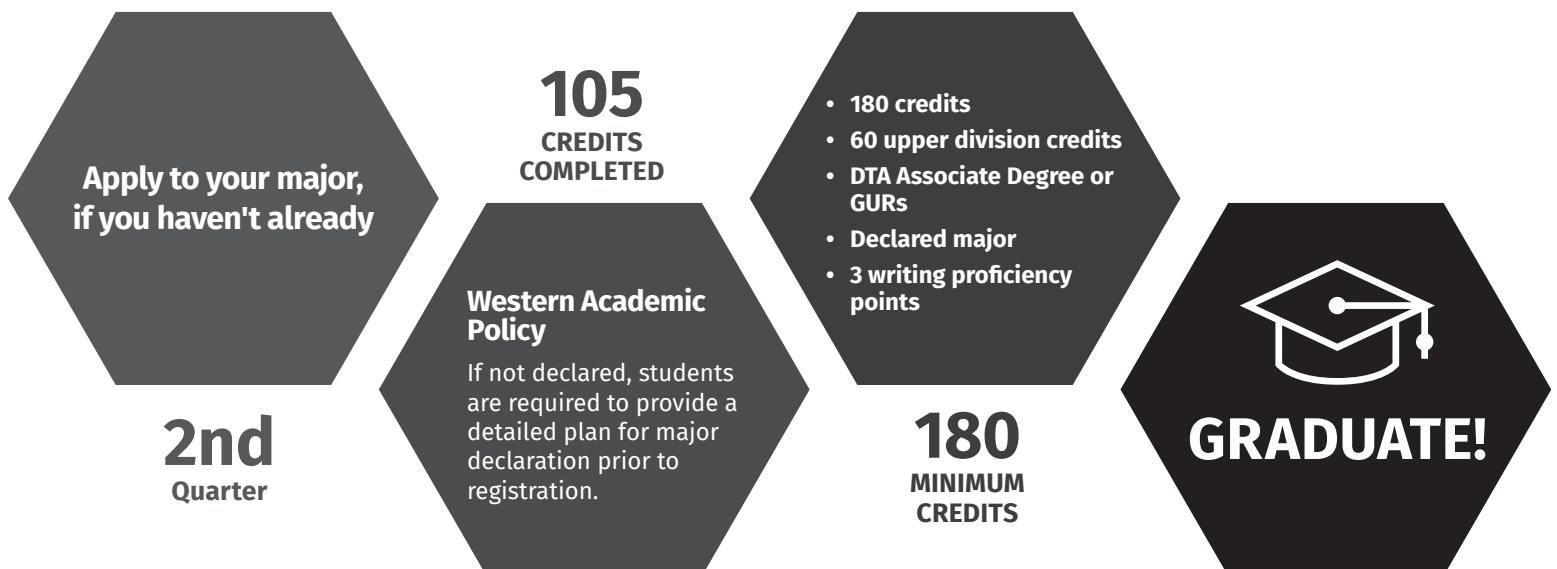


## How do I declare a major?

The process of declaring a major varies by department. We encourage you to learn the steps specific to your intended major and incorporate them into your academic plan.

To begin:

- Review major declaration requirements in the University Catalog under **Programs of Study**.
- Review the department website for additional information about your intended major and specific steps to declare. This may include completing coursework, fulfilling a minimum GPA, submitting an application, e-sign form or portfolio, scheduling an audition or interview, among others.
- **Contact the department to initiate the major declaration process.**



# REGISTRATION AND ACADEMIC PLANNING: QUESTIONS TO ASK YOURSELF WHEN CLASS PLANNING

## What Online Resources Can I Use for Academic Planning?

In addition to the Viking Advisor, the following resources will help you to be successful at Western:

### ■ University Catalog

[catalog.wvu.edu](http://catalog.wvu.edu)

This comprehensive online document provides information about degree requirements, majors, course descriptions, and prerequisites as well as University policies, resources, services, and programs. The catalog represents a contract between you and Western. Please be aware of the information it contains.

### ■ Programs of Study - Major and Minor Requirements

[myWestern > under Academic Planning Tools > Programs of Study \(Majors and Minors\)](#)

This resource provides a comprehensive view of each major and minor offered at Western, including prerequisite classes, GPA requirements, steps toward declaration, and department contact information. Required classes within the major/minor are also listed.

### ■ Browse Classes

[myWestern > Web4U > Students > Registration > Browse Classes](#)

Browse Classes is a resource for planning course registration. It allows you to search for courses by subject, by days and times, by instructor, and by GUR category. Browse Classes will also show prerequisites and class restrictions.

### ■ Plan Ahead

[myWestern > Web4U > Students > Registration > Plan Ahead](#)

Use the Plan Ahead tool in Web4U to create up to three schedule plans for the upcoming term. This will make registering for courses easier during Phase I of registration.

### ■ GPA Calculator

[myWestern > under Academic Planning Tools > GPA Calculator](#)

The GPA calculator allows you to calculate a tentative GPA for the current quarter and to see how that will contribute to your cumulative GPA as well as factor in how grade replacement affects your GPA. Using this tool can help with academic planning and goal setting.

### ■ Pre-Professional Pathways

[myWestern > under Academic Planning Tools > University Catalog > Health Professions](#)

This resource provides information on course requirements for select pre-professional programs of study pursued in tandem with majors.

### ■ Upper Division Courses with Easier Access

[myWestern > under Academic Support > Academic Advising > Advising Tools & Resources > Upper Division Courses w/ Easier Access](#)

A list of upper division courses (300/400 level) that have no or minimal prerequisites. Use Browse Classes to check availability.

### ■ Western's Majors

[www.wvu.edu/majors](http://www.wvu.edu/majors)

Western's Majors page is a comprehensive list of programs with links to department websites, information about opportunities outside the classroom and career and graduate studies related to the major.

### ■ Virtual Advisor

[myWestern > Canvas > Virtual Advisor](#)

The Virtual Advisor Canvas course contains several modules with embedded videos covering graduation requirements, information about choosing and declaring majors, preparing for class registration and more. As a part of this course, students receive weekly announcements about important dates and deadlines and Western's resources.

## What Academic Policies Do I Need to Know as a New Student?

**Course Repeat Policy:** If a course that is not considered repeatable for credit is retaken, the last grade earned will be used in GPA calculation, even if it is lower. All grades earned remain on your transcript, however, and credit is only awarded once. The GPA Calculator on the Academic Advising & Student Achievement Center website can be used to calculate projected GPAs based on anticipated performance in current, future and repeated courses.

**Registration Repeat Block:** You cannot register for a course that has been completed with a grade of P, S or C- or above until Phase III of registration (the first day of the quarter). If you did not receive a P, S or C- or better, you will be able to register for the course

during Phase I or II. If you are currently enrolled in a course that you would like to repeat in the following quarter, you will not be able to register for the course until a grade of NP, U or below C- is posted or until the first day of the quarter.

**Course Override (OV):** Some courses require students to obtain an override to register for the course. These classes can be identified in **Browse Classes** by clicking on a specific course and looking under the **Restrictions** tab. If a course is restricted in this way, students may request via email or phone an override from the instructor or department by providing their name, W number, and course reference number (CRN) of the class. Once the override is given, the student can register for the class via Web4U.

**Late Course Withdrawal:** Between the third and seventh week, withdrawing from a class requires using the late withdrawal privi-





## How do I stay on track?

- Go to class and maintain a strong GPA.
- Plan two hours of study time for every hour of class time.
- Meet regularly with advisors.
- Keep track of major and minor requirements.
- Explore majors early.
- Complete an average of 15 credits per quarter in order to make progress toward graduation.
- Know the sequencing and prerequisites for courses in your possible major(s). Start taking these classes early in your time at Western.
- Connect with Career Counselors to begin planning for your career.
- Familiarize yourself with Western's resources that can help support your success as a student.

## How do I prepare to take Math and Science?

There are many reasons you might need to take math courses at Western including:

- For your major or minor coursework
- As prerequisites for selected coursework in other departments

### ■ How do I know what math class to take?

- Determine what math is required for the major(s) you are interested in and the sequence of math courses needed to get you there.
- Check your Transfer Equivalency Report to see if any math credit has directly transferred to Western.
- Check Web4U for math placement information.
- You may need to take the ALEKS Math Placement Assessment if you have not already done so.
- Reference Math Advising information on the Academic Advising & Student Achievement Center website.
- For further questions, consult the Math Department in Bond Hall 202, 360-650-3785.

### ■ If I am interested in science, math or pre-healthcare, how do I get started?

- Determine whether you need additional math for your academic program.
- Students need to complete Math 114 or the equivalent before taking Chemistry 161.
- If required, satisfy Chemistry 161 as soon as possible.
- Seek advising from the academic department or pre-healthcare advisors located in the Career Services Center for further planning.

lege, which results in a "W" grade on a student's transcript. See the Important Dates and Deadlines from the Registrar's Office for each quarter's specific dates. If you are considering withdrawing from a class, talk with an academic advisor and Financial Aid (if you receive aid, loans, or scholarships). Student athletes, international students, students living on campus or receiving VA benefits, should check with those offices before dropping a class.

**Email as an Official Form of Communication:** The default method of contacting you with information relevant to you as a student is via your Western email address. It is expected that you will regularly monitor your WWU email address and recommended to do so daily. The Outlook app can be downloaded to your smartphone which can allow you to see notifications for university communications.

**Academic Honesty Policy:** Academic dishonesty is not tolerated at Western Washington University. A student commits an act of academic dishonesty when they participate in representing work as their own when in fact it is the work of another. A Western student charged with academic dishonesty may face significant repercussions such as failure of the assignment and course and possibly dismissal.

# REGISTRATION AND ACADEMIC PLANNING: STEP-BY-STEP GUIDES

## Browse Classes

The online tool WWU students use to search for classes, check class availability, and find prerequisites.

### ■ Finding classes with Browse Classes

- Find Browse Classes by going to the Western homepage and clicking on **myWestern** in the top right corner. Look in the Academic Planning Tools box for the link to **Browse Classes**.
- Select the term for which you are planning and click **Continue**.
- To search by the subject of a class, you can type into the Subject field or select a subject from the drop-down menu by clicking into the field. You can further narrow these results by entering a specific class number into the **Course Number** box and clicking **Search**.
- Searching by **Delivery Method/Attributes** will allow you to look for classes that fulfill certain GURs or other attributes. To do so, select a specific GUR category or other attribute and click **Search**.
- You also have the option to search for a class based on days of the week it is offered, start and end times, credits hours, and instructor. Keep in mind entering specific criteria may yield very specific results and limit your search results.
- In your search results, you will see key class information listed, such as:
  - In the **CRN** column, you will see the **Course Reference Number** associated with this specific class section. Each class section has a unique **CRN**. It can be helpful to keep track of **CRNs** for classes you wish to enroll in.
  - In the **Status** column, you can see how many seats are available in the class.
  - Clicking on the title of a class will allow you to view important details such as class descriptions, additional class fees, prerequisites, and any restrictions that would prevent you from registering for the class.

## Plan Ahead

Plan Ahead is the tool in Web4U that students use to build class schedules for upcoming quarters.

### ■ Plan Ahead for schedule planning

- For more information on **Plan Ahead**, visit myWestern and select Registration Resources under the Academic Planning Tools section. From the **Registration Resources** page, select **Plan**.
- You can save up to three plans per term. To start building a possible schedule, click **Create a New Plan**. You can add classes to your plan by using the Browse Classes tool (see above) embedded in Plan Ahead.
- Once you have identified a class to add to your plan, select **View Sections** to identify which upcoming section of a class you would like to include in your schedule. Note: Not all classes in your Plan Ahead search results are offered every quarter.
- If you find a section of a class you want to add to your plan, click the **Add** button towards the right side of the page. Select **Save Plan** to save your changes.

- To remove a class from your plan, click the drop-down in the **Action** column and select **Delete** and then **Save Plan**.
- **NOTE: Adding a class to a plan in Plan Ahead does NOT register you for the class.**

## Registration Step-by-Step

### ■ Getting started

- Log into **Web4U**
- Select the **Students** menu and select **Registration**
- Click on **Register for Classes**, select the registration term and click **Continue**.

### ■ Adding a class

There are three ways to search for classes to add to your schedule: **Find Classes**, **Enter CRNs**, and **Plans**.

1. **Find Classes** allows you to search for classes in the same way as the **Browse Classes** tool.
    - Search for the class you would like to add to your schedule.
    - Once you identify a class section you wish to enroll in, click **Add** and the class will appear in your **Summary**.
    - The classes added to your **Summary** will have a status of **Pending**. To register for a Pending class, select **\*\*Web Registered\*\*** under the **Action** column and press **Submit**.
  2. **Enter CRNs** allows you to register for classes using the unique five-digit number associated with a class section.
    - Type the **CRNs** for classes into the box and press **Add to Summary**. To register for the classes in your **Summary**, confirm that **\*\*Web Registered\*\*** is selected in the **Action** column and click **Submit**.
  3. If you used the **Plan Ahead** tool to prepare for registration, you can register for these classes by selecting **Plans**.
    - From the **Plans** menu, click **Add** to place class sections in your **Summary** and select **\*\*Web Registered\*\*** from the **Action** column and click **Submit**.
- Once you have registered for classes, review the **Total Credit Hours** at the bottom of the **Summary** section. Check the **Status** column to confirm that classes show as **Registered**. You can see your **Schedule** calendar view in the bottom left section.

### ■ Dropping a class

- To remove a class from your Summary, change the **Action** drop-down to **Remove**, and click **Submit** twice.
- To drop a class you have registered for, change the **Action** drop-down to **Web Delete** and click **Submit**.
- Deleted classes will have a status of **Deleted** and remain in the **Summary** box until you click **Submit** again.
- **NOTE: When adding and removing classes, always double check the Status column to confirm that you have taken your intended actions with each class. Remember, you must press Submit anytime you want an updated Action to take effect.**

Always confirm changes to your schedule in **Schedule Details**. See the Financial Aid Department with questions concerning how dropping a class might affect aid, loans, or scholarships you receive.



## Online Advising Videos

Have questions about Browse Classes, Plan Ahead, online registration, or waitlisting for a class? Check out our online advising videos: [myWestern > under Academic Planning Tools > Advising Videos](#)

## Registration Waitlist

The registration waitlist is an electronic list of students waiting to register for a course section that is full. New students registering for fall quarter during Advising & Registration sessions will not have the opportunity to waitlist for a course until Phase II. Students are advised to register for a full course load (14-16 credits) during their Advising & Registration session without relying on the waitlist.

### ■ How to submit a waitlist request via Web4U registration

- From the **Register for Classes** menu, add a full class to your **Summary** either via the **Find Classes**, **Enter CRNs**, or **Plans** method.
- Once the full class has been added to your **Summary** and is pending, open the **Action** drop-down menu. Select **Waitlist Request** from the drop-down menu and then click **Submit**.

Students can waitlist more than one section of the same course. There's no limit on the number of courses a student can waitlist.

### ■ How to check your position on the waitlist

- Submit a waitlist request for a course.
- To see your current position on a waitlist, toggle from Schedule to **Schedule Details** in the bottom left section of your Registration screen. Click the drop-down arrow next to a class to reveal detailed information such as your waitlist position.

### ■ Waitlist notification

If a seat becomes available, you will be notified via your Western student email. You may choose to enable text message notifications under the **Students** menu in Web4U by selecting **Waitlist-Text Preferences**.

You have until the deadline noted on the email/text to register, which is 24 hours in Phase I and Phase II. If notified, you are responsible for completing the registration process via Web4U. If you miss the registration deadline you must submit a new waitlist request.

During Phase III (first 5 days of classes), the waitlist notification period is reduced to 12 hours. When Phase III ends, the waitlist for the quarter is no longer active. Please see the registration waitlisting FAQs by following: [www.western.edu/registrar](http://www.western.edu/registrar) > **Students > Registration > Waitlisting** for more information or contact the Academic Advising & Student Achievement Center with questions.

**Please note that waitlisted classes will appear the same as your registered classes on your calendar view.**

## Transfer Equivalency Report

Transfer Equivalency Reports (TER) are provided to students entering Western with accepted transfer credit from accredited schools or programs. The TER details previous coursework that transferred to Western, as well as Western course equivalents. This tool helps students work with their advisors to develop academic plans and prepare for registration.

You can generate your own TER at any time by completing the following steps:

- Access **Web4U**
- Select **Students**
- Select **Transfer Equivalency Report**

The TER is based on completed coursework on official transcripts received by Western. You can run this report at any time to determine whether additional transcripts have been received and processed.

The key at the bottom of the TER provides additional details about how your coursework may be used to satisfy General University Requirements, major or minor requirements, or prerequisites. Undergraduate students with questions about the Transfer Equivalency Report may contact:

Registrar's Office Degree Evaluators  
Old Main 230  
(360) 650-3985  
[degreeeval@wwu.edu](mailto:degreeeval@wwu.edu)



# DEGREE WORKS:

## CHECK YOUR PROGRESS TOWARD GRADUATION

Degree Works is an online academic planning and degree progress tool used by students and advisors to evaluate coursework fulfilling degree requirements. Degree Works produces an unofficial report reflecting academic progress toward completion of a degree or certificate in a student's declared or proposed major. Your Degree Works worksheet shows how Western courses, transfer courses, and courses in progress apply toward these requirements. Degree Works audits are unofficial and intended to serve as an academic planning resource, not replace meeting with an academic advisor. **myWestern > under Academic Planning Tools > Degree Works**

*Degree Works is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions.*

### How often should I look at my information in Degree Works?

You should review your Degree Works worksheet:

1. Before you register for classes to identify remaining requirements.
2. After you register to ensure that the classes you selected apply to your requirements as you thought they would.
3. After your grades are posted at the end of the quarter.
4. Any time you make a change to your schedule or program of study.
5. A quarter prior to applying to graduate.

For additional resources and information on Degree Works, including step-by-step student instructions, visit **registrar.wvu.edu > Students > Degree Works**.

## Understanding Your Worksheet

**Worksheets**

Data refreshed 05/18/2022 11:28 AM

Student ID: W0188881 Name: Viking, Victor Degree: Bachelor of Science

Advanced search

Level Undergraduate Classification Junior Major Computer Science (BS) Minor Mathematics Program BS-Science & Engineering

College College Science & Engineering Academic Standing Good Standing Major Advisors Phil Nelson Student ID W0188881 Pronouns He, him, his

Academic What-If

Formal Student View

**Degree progress**

Overall GPA 2.78

☒ In-progress (Current Qtr) classes

☒ Preregistered (Future Qtr) classes **PROCESS NEW AUDIT**

Audit date 05/18/2022 11:15 AM

**Degree in Bachelor of Science** **INCOMPLETE**

Credits required: 180 Credits applied: 116 Catalog year: 2021-2022 GPA: 2.78

Must be registered for at least one Western Washington University course in the quarter in which degree is to be awarded.

<input type="radio"/> Minimum Total Credits Required	<b>Still needed:</b>	A minimum of 180 credits is required for this degree. You currently have 116 credits and need a minimum of 64 additional credits.
<input type="radio"/> Minimum Credits earned from Western Washington University	<b>Still needed:</b>	A minimum of 45 credits earned from Western Washington University is required. You currently have 26 credits and need a minimum of 19 additional credits. Credits by examination and advanced placement credit are not included in this total.
<input checked="" type="radio"/> You meet the 2.0 minimum overall GPA requirement		
<input checked="" type="radio"/> General University Requirements Met by Direct Transfer Agreement (DTA) from a WA State Public Institution		
<input type="radio"/> Writing Proficiency	<b>Still needed:</b>	See Writing Proficiency section
<input type="radio"/> Major Requirements	<b>Still needed:</b>	See Major in Computer Science, BS section
		At least 50 percent of the credits required in a student's major must be earned at Western Washington University.
<input type="radio"/> Upper-Division	<b>Still needed:</b>	See Upper-Division section

**Student Summary:** In the top box of your worksheet, identifying information like W number, academic interest or declared major and class standing is listed. Advisors assigned after declaring majors and minors can also be seen here.

You can also view your academic standing and any holds that might prevent you from registering for classes here.

**In-progress and Preregistered:** Degree Works defaults to include in-progress and preregistered classes. These boxes can be unchecked and a new audit can be processed if you want to use only completed coursework.

**What-If:** If you have an academic interest listed or a pre-major declared, you can use the "What-If" feature to see how classes you have taken will count towards major and minor requirements.

**Summary of Graduation Requirements:** The third box on your worksheet shows your progress towards completing graduation requirements like the minimum 180 credits to graduate and GURs met by DTA-AA. It defaults to include in-progress coursework.



**Writing Proficiency (WP):** Students need to earn three WP points to graduate. These points are earned in 300/400 level coursework, typically in your major. They can only be earned through coursework taken at Western.

**Writing Proficiency** INCOMPLETE

Catalog year: 2021-2022 GPA: 0.00

All students are required to complete courses at WWU that total a minimum of 3 Points. This can be done in one of three ways: \* Take one course with the WP3 attribute; \* Take one course with the WP2 attribute and a second course with either a WP1 or a WP2 attribute; or \* Take 3 courses with the WP1 attribute. Students must complete courses with a grade of C- or better.

☐ WRITING PROFICIENCY **Still needed:** Complete a minimum of three upper-division writing proficiency points in approved upper-division writing proficiency (WP) courses at WWU with a minimum grade of C-. Choose from one of the following:

☐ 3 Point Course One WP3 course at WWU

**Major/Minor Requirements:** Once you have declared a major and/or minor, Degree Works will show how your classes will complete requirements for those programs. Requirements for pre-majors and academic interests are not displayed. Prior to declaring, you can use the What-If feature to see requirements in programs of interest.

Categories are marked with

- ☒ a green check mark if complete,
- ☐ a blue half circle if in-progress, and
- ☐ an open red circle if the requirement still needs to be completed.

You can also see a list of what is required to complete each category, such as specific course numbers and number of credits. If the credits are listed as "IP" that means the course is in-progress.

**Major in Computer Science, BS** INCOMPLETE

Credits required: 106 Credits applied: 51 Catalog year: 2021-2022 GPA: 0.00

Courses in the major must be completed with a grade of C- or better.

Department/Advisor: Submit a Degree Works Note to approve this block for graduation pending remaining requirements.

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/> Minimum Major Credits Required	<b>Still needed:</b>	You currently have 51 credits. You need a minimum of 55 additional credits and to successfully complete all major requirements.				
<input type="radio"/> Minimum Credits earned from Western Washington University	<b>Still needed:</b>	You currently have 26 credits. You still need a minimum of 27 additional credits.				
<input type="radio"/> CORE						
<input checked="" type="radio"/> Computer Programming I	CSCI 141	Computer Programming I	TA	5	Spring 2020	
<b>Satisfied by:</b>	BIT142 - INTERMEDIATE PROGRAMMING - Cascadia College					
<input checked="" type="radio"/> Comp Prog & Linear Data Struct	CSCI 145	Comp Prog & Linear Data Struct	A	4	Fall 2021	
<input checked="" type="radio"/> Data Structures	CSCI 241	Data Structures	A-	4	Winter 2022	
<input checked="" type="radio"/> Computer Systems I	CSCI 247	Computer Systems I	B+	5	Winter 2022	
<input checked="" type="radio"/> Formal Lang & Functional Prog	CSCI 301	Formal Lang & Functional Prog	IP	(5)	Spring 2022	
<input type="radio"/> Analysis of Algorithms I	<b>Still needed:</b>	1 Class in CSCI 306				
<input type="radio"/> Database Systems	<b>Still needed:</b>	1 Class in CSCI 306				

**Minor in Mathematics** INCOMPLETE

Credits required: 20 Credits applied: 32 Catalog year: 2021-2022 GPA: 4.00

Courses in the minor must be completed with a grade of C- or better.

Department/Advisor: Submit a Degree Works Note to approve this block for graduation pending remaining requirements.

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/> Minimum Minor Credits Required	<b>Still needed:</b>	You currently have 22 credits. You need a minimum of 13 additional credits and to successfully complete all minor requirements.				
<input type="radio"/> Minimum Credits earned from Western Washington University	<b>Still needed:</b>	You currently have 12 credits. You still need a minimum of 6 additional credits.				
<input checked="" type="radio"/> CALCULUS						
<input checked="" type="radio"/> Calculus and Analytic Geometry I & II	MATH 124	Calculus & Analytic Geometry	TA	5	Spring 2020	
<b>Satisfied by:</b>	MATH151 - CALCULUS I - Cascadia College					

**Upper-Division:** Towards the bottom of the worksheet, you can check your progress towards the 60 upper division (300/400) level credits you need to graduate.

**Upper-Division** INCOMPLETE

Credits required: 60 Credits applied: 9 Catalog year: 2021-2022 GPA: 0.00

You currently have completed or are registered for 9 upper-division credits.

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/> Minimum 60 Upper-Division Credits Required (300- or 400-level at the institution where the course was taken)	<b>Still needed:</b>	You currently have completed or are registered for 9 upper-division credits. You need 51 additional upper-division credits to reach 60 credits.				
<input type="radio"/> Completed Upper-Division Credits	<b>Still needed:</b>	You currently have completed 0 upper-division credits and need to complete a minimum of 60 additional upper-division credits.				
<input checked="" type="radio"/> In-Progress Upper-Division Credits	CSCI 301	Formal Lang & Functional Prog	IP	(5)	Spring 2022	

**Elective, Insufficient, In-progress (not shown):** At the bottom of your worksheet you can see courses that count as electives and those that have insufficient grades to count as requirements along with a list of your in-progress coursework. The Legend explains symbols used throughout the worksheet.

**Legend**

<input checked="" type="radio"/> Complete	<input type="radio"/> Not complete
<input checked="" type="radio"/> Complete (with classes in-progress)	<input type="radio"/> Nearly complete
<input checked="" type="radio"/> Any subject and/or any course	<input type="radio"/> Repeated class

# PLANNING YOUR WESTERN EXPERIENCE

While students enter and leave WWU at different times, here are recommendations to integrate your academic and career planning throughout your WWU student experience.

## BEYOND ADVISING & REGISTRATION: EXPLORE

### Academics

- If undecided about a major, schedule a Choosing a Major appointment with an academic advisor or career counselor.
- Talk with advisors and faculty in academic departments that interest you. Contact information can be found in the **Programs of Study**.
- Review the **Programs of Study** in the online **University Catalog** to learn about majors, prerequisites and declaration requirements.

### Campus

- Identify ways of getting involved with campus life, like student clubs and intramural sports.
- Look for the latest information about events and student groups through the **Western Involvement Network (WIN)**.
- Identify potential careers and explore graduate and professional school options.

## FIRST QUARTER: CONNECT

### With Advising and Academics

- Attend every class and complete all assignments to maintain a good GPA.
- Seek advising to determine major declaration and degree requirements.
- Connect with the **Tutoring Center** to develop your study skills and succeed in your courses.

### With Online and Career Resources

- Take assessments available through the **Career Services Center** to guide academic and career decisions.
- Use **Degree Works**, an online degree progress tool found on MyWestern, to monitor progress towards degree requirements.
- Attend CSC workshops and events to learn about ways to gain experience, connect with employers, and find out more about graduate school. Activate your free Handshake account to stay connected to the CSC.

## FIRST YEAR: ENGAGE

### With Academics and Campus

- Declare your major by or before 90 credits, if possible.
- Maintain a good GPA, especially if considering graduate school.
- Take on leadership roles in campus and community organizations.
- Research and start graduate/professional school applications. Study and take entrance exams. Identify sources for future letters of recommendation.

### With Career Preparation

- Connect with **Career Services** for help with resume writing and interview skills.
- Attend quarterly career fairs and career workshops.
- Gain career-related experience and develop skills through internships and volunteering.
- Begin building a professional network by creating a LinkedIn profile and connecting with alumni through departmental networks.

## SECOND YEAR: PREPARE

### For Graduation

- Continue to use the online degree progress tool, **Degree Works**, and meet with advisors to stay on track for graduation.
- Apply for graduation using the **degree application** on the Registrar's Office website.

### For Life after College

- Identify job search strategies and job opportunities by using Career Services Center resources and meeting with career counselors.
- Continue to update your resume or portfolio to showcase your experience and qualifications.
- Connect with potential employers at career fairs and networking events.
- Maintain contact with professors and advisors, particularly those who could write letters of recommendation.
- Apply early to jobs and graduate/professional schools.